

Wisconsin Department of Safety and Professional Services

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CONVICTIONS AND PENDING CHARGES

If you have been convicted of a crime or have criminal charges pending against you, complete this form and return it with your application. If you obtained fingerprints as a requirement for your application, you do not need to submit the \$8.00 fee. If you were not fingerprinted as a requirement for your application, an \$8.00 fee is required in addition to application fees. Please consult the "Frequently Asked Questions" on page four for more information on completing this form.

The Fair Employment Act (sections 111.31-111.395, Wis. Stats.) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested on this form will be used to determine whether your application should be granted, approved with limitations, or denied. The information you provide on this form may be verified against criminal information records. Omission of information on this form will be considered a false statement on an application.

List Profession you are applying for:

PLEASE TYPE OR PRINT IN
INK

☐

Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Last Name

First Name

MI

Former / Maiden Name(s)

List All other Names Used

Address (street, city, state, zip)

Daytime Telephone Number

Mailing Address (if different)

Date of Birth

Social Security #

Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Ethnicity/gender status information is optional.

Ethnicity:

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White, not of Hispanic origin

☐

American Indian or Alaskan

☐

Hispanic

☐

Black, not of Hispanic origin

☐

Asian or Pacific Islander

☐

Other

Sex:

☐

M

☐

F

Email Address: Submit your email address in the spaces provided below.

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List all felonies, misdemeanors, and other violations of federal, state or local law or municipal ordinance of which you have ever been convicted, in this state or any other, whether the conviction resulted from a plea of no contest or a guilty plea or verdict. For each, list the date and location of the conviction. Please include all convictions that involved alcohol or other drug use, including convictions for operating while intoxicated.

It is your responsibility to submit the following:

- certified copies of the police report or criminal complaint
- judgment of conviction and sentencing
- verification of compliance with all terms of each sentence, including chemical dependency assessments (if ordered by the court)
- personal statement describing the facts that led to each offense (i.e. who was involved, where you were, and what happened), penalties imposed, and verification that you completed all requirements

<u>CONVICTIONS</u>	<u>DATE OF CONVICTION</u>	<u>LOCATION (City/State)</u>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
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Attach additional sheet(s) if necessary.

Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment or counseling program?

YES NO MO/YR COMPLETED

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>

Did you successfully complete the program?

Please attach the certificate of completion/discharge summary.

Have you ever been sentenced to: (Check all that apply)

Probation?

Parole?

Ordered to Pay Restitution?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> / <input type="text"/>

Did you successfully complete one of the above as ordered by the court?

If you are currently on probation/parole, you must request your probation/parole officer to send a letter describing your current probation/parole requirements and your compliance with supervision.

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List all **pending** felonies, misdemeanors, or other violations of federal, state or local law or municipal ordinance. Submit a copy of the police report/criminal complaint for each of the following **pending charges**.

<u>PENDING CHARGES</u>	<u>DATE OF ARREST</u>	<u>LOCATION (City/State)</u>
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PERSONAL STATEMENT (regarding your convictions and/or pending charges, attach additional sheet(s) if necessary)

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information, which I provided above, is true in every respect. I understand that false or forged statements made in this document in connection with my application for a credential, or failing to provide relevant information, may be grounds for denial of the application, revocation of the credential granted to me, or criminal prosecution.

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Applicant Signature	Date

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FREQUENTLY ASKED QUESTIONS

- 1. If I was named in a trial but not convicted, do I need to report or submit anything?**
 - Send in a court document stating either that the charges were dismissed or you were acquitted.
 - If you entered into a deferred prosecution agreement, submit a copy of the agreement and verification that you have complied with all terms and conditions of the agreement.
- 2. If the conviction was expunged, do I need to report or submit anything?**
 - Usually, the court expunges a conviction after compliance with all sentences of the conviction. Technically, there is a conviction at one point in time; therefore, you need to disclose the conviction and provide all documents required for the #2252. Also, include a court document stating the conviction was expunged.
- 3. What do I do if records are no longer available due to the length of time passed since the conviction?**
 - Include a personal statement describing each offense listed on the #2252 along with an explanation of the penalties imposed and verification that you completed all requirements. State that the records are no longer available in your personal statement and include a letter from the records custodian confirming the unavailability of the records.
- 4. Do I need to report or submit anything about minor traffic violations, i.e. a speeding ticket?**
 - There is no need to disclose most traffic violations, however, any traffic violation that involves alcohol (including convictions for operating while intoxicated) or other drug use, should be disclosed.
- 5. How can I find out if I am excluded from getting a license due to a conviction?**
 - Each profession is regulated by its respective statutes and rules. Please refer to the respective statutes and rules of the profession for which you are applying to determine whether your conviction records are substantially related to the practice of the profession.
 - We are unable to determine prior to full review whether an applicant will or will not be issued a license based on the conviction records as it is determined on a case-by-case basis.
- 6. How long does it take to review these documents?**
 - The time period for conviction review varies depending on whether all information is complete; all documentation is received, whether it needs to be reviewed by the board, etc.
- 7. What are certified court records and where do I get them?**
 - These are records certified as true and correct by the Office of the Clerk of Courts and may include judgment of conviction, police report/incident report/criminal complaint, court-ordered assessment report, etc.
 - Records may be obtained from the Office of the Clerk of Courts in the county in which your case was heard or relevant police department.
- 8. If I was underage at the time of the offense, do I need to report or submit anything?**
 - Report the conviction and submit all court documents and verification that you have complied with all requirements. Any conviction received while underage involving alcohol (including convictions for operating while intoxicated) or other drug use must be disclosed.
- 9. What needs to be in the personal statement?**
 - A personal statement should describe the events that led to each offense and conviction listed on the #2252 along with an explanation of the penalties imposed and verification that you completed all requirements. Be sure to answer the questions: “who,” “what,” “when,” “where,” “how,” and “why.” You might also include any information about changes in your life, including past and current treatment programs, that you would like the Department to consider during the review.
- 10. Do I need to hire a lawyer?**
 - It is your decision as to whether you need to hire an attorney. If you would like a legal opinion, you might want to hire a private attorney, as the legal department of DSPS does not provide legal advice to applicants.